

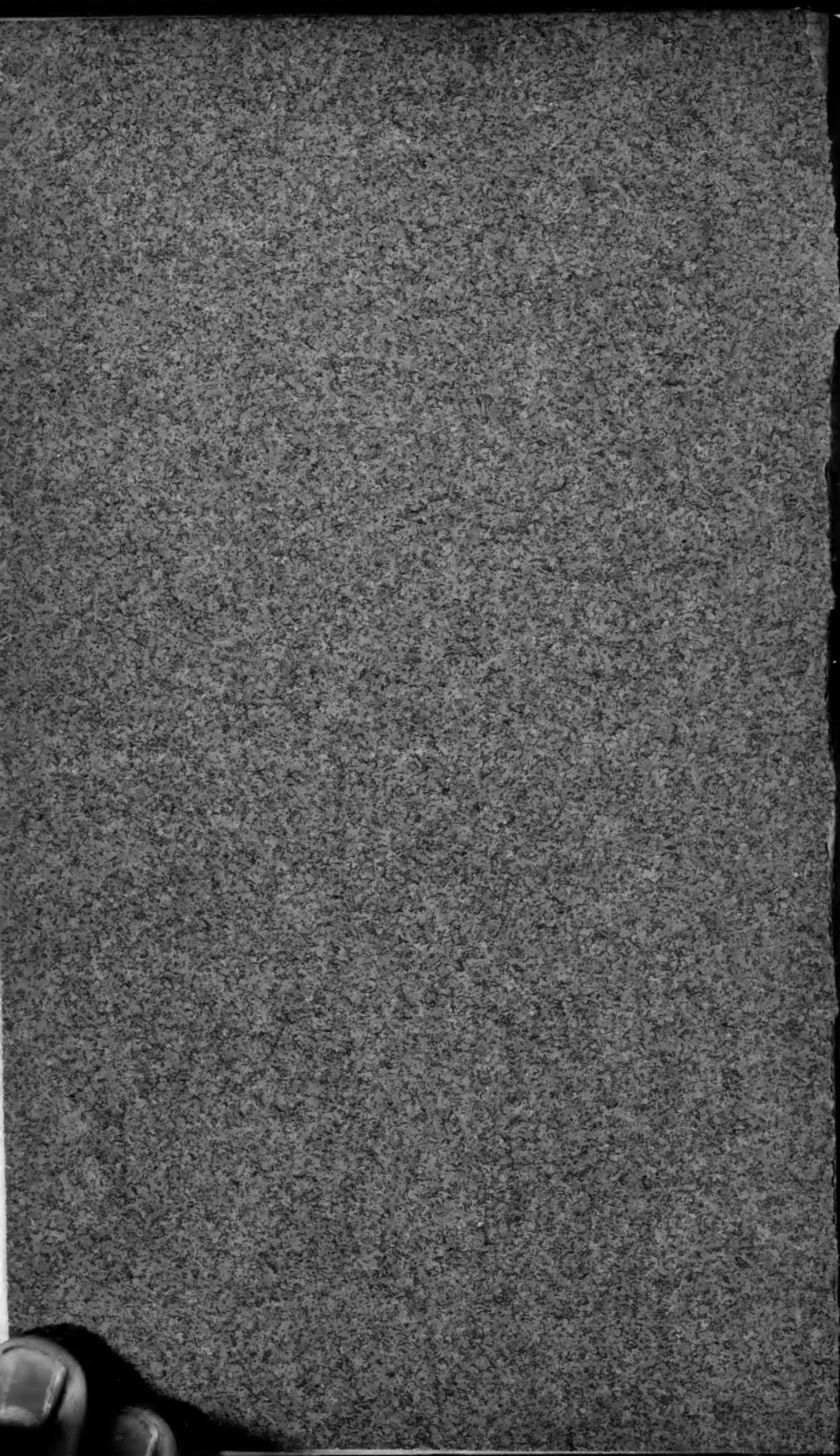
TWENTY-FIFTH ANNUAL REPORT OF THE  
BOARD OF TRUSTEES  
AND  
TWENTY-FOURTH ANNUAL REPORT OF THE  
LIBRARIAN OF THE PUBLIC LIBRARY  
OF THE DISTRICT OF COLUMBIA

FOR THE FISCAL YEAR  
ENDED JUNE 30

1922



WASHINGTON  
GOVERNMENT PRINTING OFFICE  
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## BOARD OF TRUSTEES.

BENJAMIN W. GUY, term expires 1924.  
JOHN B. LARNER, term expires 1924.  
ERNEST L. THURSTON, term expires 1924.  
DANIEL A. EDWARDS, term expires 1926.  
MRS. MARIE MANNING GASCH, term expires 1926.  
MRS. LYMAN B. SWORMSTEDT, term expires 1926.  
CHARLES J. BELL, term expires 1928.  
THEODORE W. NOYES, term expires 1928.  
WENDELL P. STAFFORD, term expires 1928.

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WENDELL P. STAFFORD, *vice president*.  
JOHN B. LARNER, *secretary*.  
GEORGE F. BOWERMAN, *librarian, treasurer, and assistant secretary*.

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WENDELL P. STAFFORD.  
MRS. MARIE MANNING GASCH.

### BUILDING.

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### EMPLOYEES.

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### LEGISLATION.

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CHARLES J. BELL.  
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### BRANCH LIBRARIES.

CHARLES J. BELL, *chairman*.  
DANIEL A. EDWARDS.  
ERNEST L. THURSTON.

<sup>1</sup> The president is ex officio a member of all committees.

## REPORT OF BOARD OF TRUSTEES OF THE PUBLIC LIBRARY.

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WASHINGTON, September 28, 1922.

### The COMMISSIONERS OF THE DISTRICT OF COLUMBIA:

The law of June 3, 1896, creating the free Public Library of the District, placed it in charge of an uncompensated citizens' board of trustees, appointed by the District Commissioners, empowered to provide for the proper care and preservation of the library, to appoint a librarian, to purchase books, to assess and collect fines, and to make and enforce all needful rules and regulations for library management and required to report annually to the commissioners relative to their management of the library.

In accordance with this law the library trustees are now submitting to the commissioners report of what they have done in the twenty-fifth year of their library stewardship, including their urgent recommendations for library maintenance and development in the next fiscal year, for which the estimates and legislative proposals are now in course of preparation.

All the necessary details of library administration and community helpfulness are thoroughly covered in the report of the librarian to the library trustees, which is attached to and made a part of this report.

### RUNNING THE GANTLET.

Library development is retarded by the fact that the trustees' showing of library needs and of appropriations and legislation to meet them do not get to Congress for consideration in their original shape, but only in mutilated form after running the gantlet of cutting and slashing by commissioners and Bureau of the Budget. Too often appropriation committees have refused even to consider any District appropriative proposals except those which have been approved and submitted through the commissioners and recently the Bureau of the Budget. And too often it has resulted from this policy that when subcommittee hearings have been granted the trustees they have enjoyed only the privilege of explaining and defending inadequate proposals which they have not made, in shape which they can neither explain nor defend.

By the library's organic act of 1896 it is declared to be "a supplement of the public educational system of said District." The library trustees urge that their estimates of library needs in respect to items and amounts should go to Congress for possible consideration along with the estimates as altered by commissioners and Bureau of the Budget, just as the estimates of the board of education in respect to the public educational system (of which the library is a supplement) are under the provisions of law thus forwarded.

**PUBLIC LIBRARY NEEDS AND AIMS.**

The two primary Public Library needs and aims for which the trustees desire full and unobstructed opportunity to petition Congress are:

1. Strengthening of central library (*a*) by increase of pay of force, (*b*) by increase of number of force, and (*c*) by adequate new book accessions.
2. Extension of scope of library's usefulness (*a*) through branch libraries, and (*b*) through library stations and branches in school buildings.

**ENACT STERLING-LEHLBACH BILL.**

Increase of pay of the confessedly underpaid force is to be secured by enactment of the Sterling-Lehlbach reclassification bill, which has been passed by the House and is now pending in the Senate. Pending the enactment of this measure, which gives just recognition to the classification claims of librarians among the scientific, technical, and professional people on the basis of comparable education, training, experience, and complexity of work required, the \$240 bonus will, it is promised, be continued until reclassification is substituted for it and renders it unnecessary.

**INCREASE SALARY OF LIBRARIAN.**

The trustees renew their urgent recommendation of substantial increase in the salary of the librarian. This salary is inadequate when compared with the minimum for the librarian's grade in the reclassification bill; when compared with the salaries of librarians of cities of Washington's classification in population, containing libraries of approximately the same grade as that of Washington; and when considered in the light of Librarian Bowerman's standing among the foremost progressive librarians of the country, in the light of his high personal and professional qualifications, and in view of his 18 years of devoted, effective service in the library's up-building. Recent figures of the salaries of librarians in cities of Washington's class and in some cities of much smaller population are as follows:

New York City, chief librarian (probably), \$12,000; chief circulation department, \$5,500; Brooklyn, \$10,000; Chicago, \$7,800; Detroit, \$7,500; Cleveland, \$7,000; St. Louis, \$9,000; Boston, \$6,000; Baltimore, \$6,600; Pittsburgh, \$6,000; Los Angeles, \$6,000; Buffalo, \$6,000; Milwaukee, \$5,500; Newark, \$10,000; Minneapolis, \$5,000; Kansas City, \$6,010; Seattle, \$6,500; Indianapolis, \$5,000; Rochester, \$5,000; Providence, \$6,760; Jersey City, \$5,000; New Orleans, \$4,500; St. Paul, \$4,500; Toledo, \$4,500; Portland, Oreg., \$4,800; Springfield, Mass., \$5,000; Bridgeport, Conn., \$5,000.

**EXTENSION OF LIBRARY'S USEFULNESS.**

In extension of the scope of the library's usefulness to the community through branch libraries, the recent record of achievement and of promise through the intelligent and hearty cooperation of Congress, the commissioners, and the Carnegie Corporation is in-

spiring and is gratefully and deeply appreciated by the library representatives and by the Capital community.

The Southeast Library Branch, with site purchased by municipal appropriation and with building donated by the Carnegie Corporation, is now nearly completed, and will soon be opened to the public and utilized for the benefit of the 40,000 Washingtonians in this section of the city.

For the Mount Pleasant Branch, the next to be built in accordance with the librarian's plan as approved by the trustees, the promise of \$100,000 for the building has been made by the Carnegie Corporation (see pp. 11-12, Appendix), an option at a reasonable price upon a most desirable site has been secured, and a municipal appropriation by Congress to purchase this site is confidently anticipated.

Extension through library branches in new school buildings is making practical and encouraging headway. The new Eastern High School Library is to be opened, it is announced, in February, 1923, and two other school libraries in the Macfarland and the Langley junior high schools are promised for September, 1923. The board of education and the library trustees, through the superintendent of schools and the public librarian, are laboring earnestly and effectively to develop the proposed system of public school branch libraries, whose necessity and great public usefulness are manifest.

#### INCREASE LIBRARY APPROPRIATIONS.

The percentage of library needs met by appropriations in the District bill is so large that the presentation of the trustees' urgent recommendations under this head necessarily forms an important section of the trustees' annual report to the commissioners. Inasmuch as the trustees' estimates this year involve a very considerable increase over existing appropriations it seems desirable to give the reasons that justify and require such increases.

In general these increases are required for four principal reasons:

1. The statutory salaries of the existing establishment are grossly inadequate and should be increased to the extent of 33 $\frac{1}{3}$  per cent over existing pay, plus bonus. Such an increase is called for in the pending Sterling-Lehlbach bill as reported to the Senate.

2. Increase in the number of staff of 17 persons required to meet the demands on the present establishment (we are now employing an average of 10 persons from our substitute and desk funds and still must close the central library at 3 p. m. every Wednesday) and to take care of the largely increased administrative burden involved in the stocking and conduct of the new branch libraries.

3. Personnel required to conduct one new branch library in a separate building, one branch library in a high school building the entire year, and two branch libraries in junior high school buildings for 10 months.

4. Increases in substitute and holiday service funds, for the purchase of books, for binding, and for contingent expenses, required to take care of the demands not now met and the demands entailed by the expansion of the library system.

**LARGER STAFF WITH BETTER PAY.**

When these estimates are analyzed in greater detail, the facts are found to be as follows:

1. *Increases in salaries.*—The statutory staff of the library for conducting the main library and the Takoma branch now numbers 90 persons whose basic pay amounts to \$77,800; including the present bonus of \$240 per annum, their pay would amount to \$98,536. These positions have been carefully allocated in accordance with the reclassification bill pending in the Senate. The total salaries for the present staff in accordance with this classification amount to \$131,898, an increase of \$33,362 over the basic pay plus bonus, or 34 per cent. The library trustees believe that justice and the best interests of the library service require that these increases be made, either compulsorily by the passage of the reclassification bill or through the District appropriation act.

2. *Increased staff of 17 persons required for the present establishment and for general administration.*—These positions will require \$26,280. The library trustees noted with great regret that last year's estimates as forwarded to Congress omitted all new positions estimated for the present establishment in spite of the fact that the main library has for some years been obliged to close every Wednesday at 3 p. m. and the staff is strained to the breaking point by the constantly increasing demands of the public. The library trustees believe that the present organization is now carrying a much too heavy load. It would be still more indefensible not to make provision for meeting the increased burden that will devolve upon the central library staff in the administration of the new branch libraries. The library trustees believe that it is absolutely necessary in the community interest to take at once the forward step of opening the new branch libraries and they look forward in the near future to still more branch libraries; but such increased burdens of administration ought not to be saddled on the backs of a staff insufficient in numbers, underpaid, and breaking under the present burden.

**SEPARATE BRANCH LIBRARIES AND SCHOOL BRANCHES.**

3. *New branch libraries.*—These are of two classes, the first including the Southeastern Branch in a separate building, and the second the three new branches in high-school buildings.

(a) The Southeastern Branch Library will probably be open nearly three-fourths of the fiscal year 1923. Congress provided but \$3,500 for service and placed a salary limitation of \$1,200 on the appropriation. The library trustees believe that the appropriation for service is altogether inadequate, so that the branch can be opened little more than half time (i. e., 51 hours a week, instead of 72 hours, the customary minimum throughout the country) with a staff that is much too small to meet the demands that are sure to come from the population of 40,000 people living in the section served by this branch library. To get a strong branch librarian it has been found necessary to transfer temporarily one member of the central library staff whose promotion to this responsible post involves a considerable

reduction in salary at the limitation of \$1,200. To open the branch full hours will require eight persons whose salaries, in accordance with the Sterling reclassification bill, will amount to \$11,160.

(b) The Eastern High School Branch Library will be the first of a series of branches to be opened in school buildings in accordance with an agreement between the board of education and the library board. It is expected that this branch will be opened with the completion of the school building about February 1, 1923, and that a deficiency appropriation will be required for the remainder of the fiscal year 1923. It is therefore necessary to provide a staff in these estimates of four persons for the full fiscal year at a cost of \$4,980. It is expected that this and all other branches in school buildings will be open all week days, including vacations, and will serve not simply the school pupils but the general public of their neighborhoods.

It is expected by the superintendent of schools that the Macfarland and Langley Junior High Schools will be ready for use in September, 1923. Library service will therefore be required for 10 months, four persons for each branch, at a cost of \$4,150 for each. It should be explained that in these junior high schools there will be no separate school libraries, but that the Public Library branches will render the service needed both by the schools and by the community.

4. *Special services, books, binding, contingent funds, etc.*

(a) Substitutes, an increase from \$3,000 to \$7,500. At present none of this money is spent elsewhere than at the main library and Takoma, although the language of the appropriation act assumes that a large part of it will be spent in conducting small stations in school buildings such as the one at Chevy Chase, conducted for several years at the expense of the citizens' association. We ought at once to conduct several such stations in school buildings. The present appropriation is pitifully inadequate to employ substitutes during the vacation season. More money is needed for extra janitor service at the branches and to meet various emergencies.

(b) Sunday and holiday service. The increase from \$3,000 to \$5,000 is required because it is very difficult to get persons to work on Sundays and holidays at present compensation, and we also ought to open the branches all holidays, though it is not expected to attempt to open them on Sundays.

#### LARGER BOOK APPROPRIATION NEEDED.

(c) Books, \$17,500 to \$35,000. This is required because of the increased cost of books and because we are not able to keep up with the demands for books in our present organization and thus fail to meet our present opportunities. With four new branches to be stocked or to be replenished, the sum asked is modest as compared with the requirements.

(d) Binding, \$7,000 appropriation (or including bonus paid to bindery employees, \$8,200) to be increased to \$15,000. We are falling behind in the rebinding of books, so that the collection is not kept up to its full efficiency. It should be understood that a large proportion of the books bought by the library are so poorly bound

in publishers' binding that they circulate for only a short time before they must be rebound. It is wasteful to let them accumulate and hold them out of use, as at present we are forced to do. Here again the new branches will increase the number of books to be rebound.

(e) Contingent expenses; increase proposed from \$12,500 to \$25,000. A conservative estimate shows that we require \$13,000 for ordinary running expenses of our central library and our Takoma branch. Since we have had less than that for several years, we have accumulated a deficiency of equipment that will cost \$5,000 to meet. Such equipment needs consist of typewriters, filing cases, desks, chairs, multigraph, refrigerator, automobile trucks, etc. A conservative estimate of the running expenses, supplies, and equipment needs of the new Southeastern Branch Library and of the three high school branches, including \$1,750 each for the original equipment of the two junior high school branches, accounts for the balance of this estimate.

(f) Repairs and improvements to buildings and equipment will require \$5,000. This is an appropriation that is much needed to keep the buildings and equipment in proper condition and is needed in addition to the increased contingent fund.

The appropriation for the fiscal year 1923 calls for \$124,300; including the bonus payments at the present rate to the statutory staff and to the bindery force this appropriation will actually amount to \$147,636. These estimates total \$275,118.

#### PROPER SUPPORT FOR THE LIBRARY.

Again and again in this and earlier reports it has been pointed out that the library has always done a much larger work than its income justifies, that its staff has ever been too small and much underpaid, that it has habitually had too little money for books and binding, for equipment, supplies, and running expenses. Not only is it necessary to overcome these handicaps to efficient service by strengthening the present organization at every point, but also the library now looks forward with confident expectation to an immediate great enlargement of its service through the establishment of new branches, that is, separate branch libraries and branches in public school buildings. Such expansion should be so prompt and rapid that within, say five or six years, the Public Library will be able to extend its service to the entire population of the District instead of serving only a minor fraction of the population, as at present.

This result can, of course, be secured only through a large increase in library support. What is a proper basis of support of a public library in an intelligent progressive city? Just as the question of adequate support for city public school systems has had the attention of the National Educational Association, so the question of a reasonable support for municipal public library systems has had during the last few years the earnest consideration of the American Library Association. This national body of nearly 6,000 members, including libraries as institutional members, librarians, and library trustees, last January adopted through its council a resolution (printed in full on p. 12) declaring "that \$1 per capita of the population of the community served is a reasonable minimum annual

revenue for the library in a community desiring to maintain a good modern public library system with trained librarians," but that "communities desiring their libraries to supply these needs extensively and with the highest grade of trained service will find it necessary to provide a support much larger than the minimum of \$1 per capita." This action of the council of the American Library Association was in June reaffirmed by the trustees' section of the association.

It must be confessed that public libraries generally are undersupported and that some are even worse off than the Public Library of the National Capital; but the ideal set forth in this resolution is by no means Utopian. The city of Cleveland, which probably has the most efficient public library system of any of the larger American cities, spent in maintaining its public library last year \$1.08 per capita. Several smaller cities spent \$1 or more per capita on their libraries, notably Brookline, Mass., \$1.48; Newton, Mass., \$1.25; Gary, Ind., \$1.13; Pasadena, Calif., \$1.16; and Mason City, Iowa, \$1. Among cities above 200,000 population (see table, p. 27) several are now spending approaching \$1 per capita on their public libraries, including Boston, 89 cents; Pittsburgh, 83 cents; Seattle, 89 cents; Portland, Oreg., 99 cents; Providence, 86 cents; and St. Paul, 88 cents. The average for all cities above 200,000 population was 50 cents. Washington spent last year 35 cents per capita on its Public Library, of which 32 cents came from congressional appropriations.

If Washington were to spend the minimum of \$1 per capita required for furnishing simply good (not the best) public library service to its citizens, the Public Library would need an annual income of \$437,571. The estimates as sent by the library trustees to the District Commissioners for next year total \$275,118. They represent but 63 cents per capita and measured by this standard are therefore modest.

#### ALTERNATIVE BUREAU OF EFFICIENCY ESTIMATES.

After the trustees had framed their estimates for submission to the commissioners and made of record their reasons for these estimates they learned of the desire of the commissioners, conveyed to heads of departments in the municipal building, that estimates of which their approval was necessary should be in accordance with "the salary appraisals made by the United States Bureau of Efficiency and transmitted to Congress through the Bureau of the Budget in the estimates of appropriations for the District for the fiscal year 1923."

In order to meet this desire of the commissioners and for convenience of consideration by the commissioners the trustees have supplemented their own estimates with alternative estimates which follow, as closely as they can be identified, the 1923 Budget figures. The salaries of proposed new positions not included in the 1923 Budget are in the alternative estimates similarly scaled down so as to be as closely comparable as possible with the existing positions.

The explanations and arguments in the trustees' report are, of course, related to the trustees' own estimates, of which the trustees urge this year the approval in full by the commissioners, the Bureau of the Budget, and Congress.

*Free public library estimates, including branches, for 1923-24.*

[In these estimates the minimum salaries for the appropriate grades of the Sterling-Lehlbach reclassification bill as reported to the Senate have been followed. They include 36 positions in professional grades (8 new), 46 in subprofessional (16 new), 7 in clerical and administrative (1 new), and 28 in custodial (7 new). Table shows also Bureau of Efficiency figures as forwarded as alternative estimates to the commissioners.]

	Appropriation, 1923.	Appropriation plus bonus, 1923.	Estimates, 1924.	
			Sterling.	Bureau of Efficiency.
STATUTORY SERVICE.				
<i>Central Library and General administration.</i>				
Librarian.....	\$1,000	\$4,000	\$6,000	\$5,700
Assistant librarian.....	2,000	2,240	4,140	2,700
Chief, circulation department.....	1,760	2,000	3,120	2,160
Director, children's work.....	1,600	1,840	3,120	1,860
Director of reference work.....	1,500	1,740	3,120	2,160
Director of library training class (new).....			3,120	2,160
Children's librarian.....	1,200	1,440	1,800	1,500
Supervisor of school work.....	1,200	1,500	2,340	1,860
{ Librarian's secretary.....	1,200	1,440		
{ Chief clerk and assistant to librarian.....			2,340	1,800
Takoma Park branch librarian. (See below, segregated.).....				
Chief, order and accessions division.....	1,200	1,440	2,340	1,680
Chief, industrial division.....	1,200	1,440	2,340	1,680
Chief, fine arts division (new).....			2,340	1,680
Reference librarian.....	1,200	1,440	2,340	1,680
Chief, catalogue department.....	1,400	1,640	3,120	2,160
Supervisor of binding (new).....			2,340	1,860
Assistant.....	1,200	1,440	2,340	1,680
{ Assistant in charge of periodicals.....				
{ Assistant in charge of picture collection.....			1,800	1,680
{ Assistants, at \$1,000 each.....				
10 assistants, at \$1,800 each (2 new).....	8,000	9,920	18,000	
4 assistants, at \$1,680 each (2 new).....				6,720
6 assistants, at \$1,500 each.....				9,000
6 assistants, at \$900 each (1 for Takoma Park branch, see below, segregated).....	5,400	6,840		
11 assistants, at \$1,380 each (5 new).....			15,180	
11 assistants, at \$1,260 each (5 new).....				13,860
5 assistants, at \$780 each (1 for Takoma Park branch, see below, segregated).....	3,900	5,100		
4 assistants, at \$1,380 each.....			5,520	
3 assistants, at \$1,080 each (2 new).....			3,240	
7 assistants, at \$1,140 each (2 new).....				7,980
Copyist.....	780	1,020	1,080	1,140
Classifier.....	1,000	1,240	1,800	1,500
Shelf lister.....	1,120	1,360	1,800	1,680
Cataloguer.....	960	1,200	1,800	1,200
Cataloguer.....	900	1,140	1,380	1,140
{ Cataloguers, at \$780 each.....	1,560	2,040		
{ Cataloguer.....			1,380	
1 cataloguer.....			1,080	
2 cataloguers, at \$1,140 each.....				2,280
Stenographer and typewriter.....	1,100	1,340	1,860	1,380
Stenographer and typewriter.....	1,000	1,240	1,500	1,320
Stenographer and typewriter (new).....			1,200	1,680
2 attendants, at \$900 each.....	1,800	2,280		
2 attendants, at \$1,380 each.....			2,760	
2 attendants, at \$1,140 each.....				2,280
11 attendants, at \$780 each.....				
2 attendants, at \$1,380 each.....	8,580	11,220	2,760	
9 attendants, at \$1,080 each.....			9,720	
11 attendants, at \$1,140 each.....				12,540
Collator.....	780	1,020	1,080	1,140
Shelf curator and head page (new).....			1,440	1,500
4 messengers, at \$720 each.....				
{ 3 messengers, at \$1,080 each.....	2,880	3,840	3,240	
1 assistant head page.....			1,260	
1 messenger, at \$900.....				900
3 messengers, at \$1,140 each.....				3,420
10 pages, at \$120 each.....				
12 pages, at \$720 each (2 new).....	4,200	6,600	8,640	
12 pages, at \$600 each (2 new).....				
4 janitors, at \$720 each.....				7,920
{ 4 janitors, at \$1,080 each.....	2,880	3,840	4,320	
2 janitors, at \$1,140 each.....				2,280
{ 2 janitors, at \$960 each.....				1,920

*Free public library estimates, including branches, for 1923-24—Continued.*

	Appropriation, 1923.	Appropriation plus bonus, 1923.	Estimates, 1924.			
			Sterling.	Bureau of Efficiency.		
STATUTORY SERVICE—continued.						
<i>Central Library and General Administration—Continued.</i>						
Janitor at Takoma Park branch. (See below, segregated.)	\$1,300	\$1,540	\$1,980	\$1,680		
Engineer.....			1,440	1,380		
Assistant engineer (new).....						
Fireman.....	720	960	1,260	960		
Workman.....	600	840	1,080	900		
Library guard.....	720	960	1,260	960		
{2 cloak-room attendants, at \$360 each.....	720	1,152				
{2 cloak-room attendants, at \$1,080 each.....			2,160			
{2 cloak-room attendants, at \$600 each.....				1,200		
{5 charwomen, at \$240 each.....	1,440	2,304				
{6 charwomen, at \$503 each.....			3,378			
{6 charwomen, at \$480 each.....				2,880		
	74,260	94,036	152,658	130,740		
<i>Branch libraries.</i>						
Takoma Park branch (this branch open on a part-time schedule, approximately 7 hours daily).						
Librarian.....	1200	1,440	1,800	1,680		
Assistant.....	900	1,140	1,380	1,500		
Assistant.....	780	1,020	1,380	1,140		
Janitor.....	1,660	900	1,960	1,900		
	3,540	4,500	5,520	5,220		
Southeastern branch : 2						
Lump sum for part year.....	3,500	4,400				
Librarian.....			2,340	1,860		
First assistant.....			1,800	1,680		
Children's librarian.....			1,800	1,500		
Assistant (new).....			1,380	1,320		
{2 assistants, at \$1,080 each (new).....			2,160			
{2 assistants, at \$1,140 each (new).....				2,280		
Page.....			720	660		
Janitor.....			1,960	1,960		
	3,500	4,400	11,160	10,260		
Grand total.....	81,300	102,936	169,338	146,220		
Eastern High School branch (new) (to be open 12 hours daily, with 2 shifts of staff):						
Librarian.....			1,800	1,680		
Children's librarian.....			1,380	1,500		
Assistant.....			1,080	1,140		
Page.....			720	660		
			4,980	4,980		
Macfarland Junior High School branch (new) (to be open 10 months, 12 hours daily, with 2 shifts of staff):						
{Librarian, at \$1,800 per annum.....			1,500			
{Librarian, at \$1,680 per annum.....				1,400		
{Children's librarian, at \$1,380 per annum.....			1,150			
{Children's librarian, at \$1,500 per annum.....				1,250		
{Assistant, at \$1,080 per annum.....			900			
{Assistant, at \$1,140 per annum.....				950		
{Page, at \$720 per annum.....			600			
{Page, at \$660 per annum.....				550		
			4,150	4,150		
Langley Junior High School branch, new (to be open 10 months, 12 hours daily with 2 shifts of staff):						
{Librarian, at \$1,800 per annum.....			1,500			
{Librarian, at \$1,680 per annum.....				1,400		
{Children's librarian, at \$1,380 per annum.....			1,150			
{Children's librarian, at \$1,500 per annum.....				1,250		

<sup>1</sup> \$120 allowance for quarters.

<sup>2</sup> It is designed to open this branch 12 hours daily, necessitating two shifts of staff. It will be larger and serve a larger population than Takoma branch.

*Free public library estimates, including branches, for 1923-24—Continued.*

	Appropriation, 1923.	Appropriation plus bonus, 1923.	Estimates, 1924.	
			Sterling.	Bureau of Efficiency.
STATUTORY SERVICE—continued.				
<i>Branch libraries</i> —Continued.				
Langley Junior High School branch—Continued.				
{ Assistant, at \$1,080 per annum.....			\$900	
{ Assistant, at \$1,140 per annum.....				\$950
{ Page, at \$720 per annum.....			600	
{ Page, at \$660 per annum.....				550
Total.....			4,150	4,150
Total for statutory service.....	\$81,200	\$102,936	182,618	159,500
SPECIAL SERVICES.				
For substitutes.....	3,000	3,000	7,500	7,500
For extra services on Sundays and holidays.....	3,000	3,000	5,000	5,000
BOOKS, BINDING, MAINTENANCE, ETC.				
For books and periodicals.....	17,500	17,500	35,000	35,000
For binding.....	7,000	8,200	15,000	15,000
For maintenance.....	12,500	12,500	25,000	25,000
For repairs and improvements.....			5,000	5,000
	124,300	147,136	275,118	252,000

The library appropriation for 1923 amounts to \$124,300; to this will be added approximately \$21,636 in bonus payments to the library staff and \$1,200 in bonus payments to the bindery force, making a total of \$147,136.

According to the figures of the Sterling reclassification, the estimates are \$150,818 greater than the appropriation, exclusive of the bonus payments, and \$127,982 greater than appropriation including these expected bonus payments. This increase of \$150,818 consists of \$25,980 for 17 new positions for the central library, including general administration; of \$16,820 for 15 positions for the new branches; and of \$58,518 (\$36,882 over the basic amount plus the bonus) for increases in the salaries of the 95 present regular positions. According to the figures of the Bureau of Efficiency, the estimates are \$127,700 greater than the appropriation exclusive of the bonus payments and \$104,864 greater than appropriations including these expected bonus payments. The increase of \$127,700 consists of \$23,520 for 17 new positions for the central library, including general administration; of \$16,880 for 15 positions for the new branches; and of \$37,800 (\$16,164 over the basic amount plus the bonus) for increase in the salaries of the 95 present regular positions.

The amount of the proposed increases for special services, books and periodicals, binding, and maintenance totals \$49,500 (or \$48,300 including bonus for bindery service) over the present year's appropriation for the same items.

Respectfully submitted on behalf of the board of library trustees.

THEODORE W. NOYES,  
*President of Library Trustees.*

## APPENDIX TO LIBRARY TRUSTEES' REPORT.

APRIL 27, 1922.

JAMES BERTRAM, Esq.,

*Secretary Carnegie Corporation of New York.*

DEAR MR. BERTRAM: The trustees of the Carnegie Corporation will, I believe, be interested to learn that the construction of the Southeastern Branch Library building, for which they generously allotted \$67,000, is proceeding satisfactorily and should be completed ready for use some time in the autumn.

We are now desirous of proceeding as promptly as possible with the next step in our branch library building program. Inasmuch as your letter of December 1, 1919, agreeing to furnish the money for the erection of the Southeastern Branch building seemed to leave open the question of proposals for further buildings, we venture to come again with a proposal for another branch library building.

The next building in the program as outlined by the librarian in 1917 should be erected in the Mount Pleasant section, about 2½ miles from the central library and in the center of the most rapidly growing population of the District. This section has a population of from 75,000 to 90,000, including some of our best educated people, many of whom now come the long distance to our overcrowded central library.

In order to make proper provision for a book collection of from 50,000 to 60,000 volumes needed there, for the large amount of reference work that we should be sure to do at a branch established in such a neighborhood of educated people, and to care for a home circulation that is likely to be from 300,000 to 500,000 volumes annually, we need a large building.

We now have in mind a site, a corner lot, 23,221 square feet, that is held at \$35,000, but which real estate men think can be bought for \$25,000, a sum which we expect to ask Congress to appropriate for this purpose. We believe that we need, in order to erect a building that will serve our needs in that locality and that will harmonize with the new embassies and churches now being built on Sixteenth Street in the vicinity of our proposed site, not less than \$100,000, and better \$150,000.

We ask the trustees of the Carnegie Corporation to give sympathetic consideration to this application, keeping in mind Mr. Carnegie's offer of January 27, 1903, "to give the necessary money \* \* \* to build branch library buildings from time to time as the the trustees may call upon me to do so." We trust that the considerations that led the trustees of the Carnegie Corporation to favor our last application, one of which was "Mr. Carnegie's interest in the subject," will lead them to conclude that Mr. Carnegie would not be satisfied to leave incomplete this task of furnishing branch library buildings for Washington, since he said "The giving of public libraries to the District of Columbia is my province."

On behalf of the board of library trustees.

Sincerely yours,

THEODORE W. NOYES,  
*President Library Trustees.*

MAY 22, 1922.

JAMES BERTRAM, Esq.,

*Secretary Carnegie Corporation of New York.*

DEAR MR. BERTRAM: This will supplement the letter of the library trustees dated April 27 applying for a donation for the construction of a branch library building in the Mount Pleasant section of the city of Washington, D. C., to serve a population of over 75,000 people in a neighborhood which has many handsome embassies, churches, and residences. Herewith I hand you photographs showing 17 of such buildings and a map of the section.

I also beg to submit with this sketches of a building which, as treasurer of the Library board, I agree will be constructed and completed ready for occupancy, including equipment, furniture, and architect's fees, for an amount not to exceed \$100,000.

We should greatly appreciate early and favorable action to assist us in obtaining an appropriation from Congress in the next Budget to purchase the site for construction next year.

Sincerely yours,

G. F. BOWERMAN, *Librarian.*

CARNEGIE CORPORATION OF NEW YORK,  
New York, May 26, 1922.

THEODORE W. NOYES, Esq.,

*President Library Trustees, Washington, D. C.*

DEAR MR. NOYES: Referring to your letter of April 27 and previous correspondence, I beg to advise you that Carnegie Corporation of New York at its meeting to-day appropriated the sum of \$100,000 for the erection of a branch library building for the city of Washington. This sum is to cover the cost of the building, according to the plans submitted, complete and ready to occupy, including indispensable permanent furniture and fixtures and architect's fee. This appropriation is conditioned upon a suitable site, free and clear, being acquired as indicated in your letter of April 27.

Very truly yours,

CARNEGIE CORPORATION OF NEW YORK.  
By JAS. BERTRAM, *Secretary.*

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A REASONABLE LIBRARY INCOME.

According to the American Library Association \$1 per capita is a reasonable minimum annual revenue for maintaining a good public library system with trained librarians and much more than \$1 per capita is needed for the highest grade of trained service. Following are the resolutions as adopted by the Council of the American Library Association in December, 1921. This action was reaffirmed by the trustees' section in June, 1922.

"The American Library Association believes that \$1 per capita of the population of the community served is a reasonable minimum annual revenue for the library in a community desiring to maintain a good modern public library system with trained librarians.

"This sum should cover a main library with reading room facilities, branch libraries and reading rooms within easy reach of all the people, a registration of card holders equal to at least 30 per cent of the population, and a considerable collection of the more expensive books of reference, with a home use of about five volumes per capita per year.

"This allowance of per capita revenue may need modification in the case of very small or very large communities, or communities which are otherwise exceptional. Small communities may often obtain increased library service for the same expenditure per capita by enlarging the area of administration. The situation in large communities is often modified by the presence of good endowed libraries free for public use.

"Communities desiring their libraries to supply these needs extensively and with the highest grade of trained service will find it necessary to provide a support much larger than the minimum of \$1 per capita.

"This should cover extension work sufficient to bring home to the children, the foreign-speaking people, business men, artisans, advanced students, public officials, and in general all classes of people, the opportunities that such a library is not only ready but able to afford, with a service that is administered by trained librarians having special knowledge in their particular departments."

## REPORT OF LIBRARIAN.

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WASHINGTON, September 25, 1922.

LADIES AND GENTLEMEN: I have the honor to submit herewith my report on the work of the Free Public Library for the fiscal year ended June 30, 1922, covering the eighteenth year of my service in Washington, and twenty-fourth year of the library's life as a going concern.

In accordance with the practice of several years this report consists of extracts from reports of chiefs of divisions of the library service and of remarks on matters of general library administration.

The most important fact about the library's resources, work, and expenditures are summarized in a table arranged according to the American Library Association form (pp. 26-27). The comparative table of municipal library expenditures, book circulations, and branch library provision in American cities above 200,000, as compared with Washington, has its accustomed place in this report (p. 27), as does the report of the treasurer, covering the funds under the supervision of the library trustees (pp. 28-29).

### THE LIBRARY'S RECORD, HANDICAPS, AND HOPES.

In the 1921 report the library was characterized in three different ways: as a millionaire library, because it sent more than a million books and pictures into the homes of readers; as a poverty-stricken library, because it did its ever growing work on an entirely insufficient maintenance basis; but none the less as a forward-looking library, because, in spite of handicaps, the prospects for the future development of the library's service seemed bright. In each of these three respects the situation has been accentuated by another year's experience.

In the past year the library circulated into Washington homes and offices 1,018,414 volumes and 74,677 mounted pictures, or 1,093,091 pieces, as compared with a total of 1,057,409 in the fiscal year 1921, consisting of 985,309 volumes and 72,100 pictures.

All of this constantly growing work was accomplished not only without a cent of increased appropriations but with an actual decrease in annual expenditures of nearly \$5,000. The financial condition of the library becomes more and more desperate. The staff is insufficient in numbers and is grossly underpaid; the funds for the purchase of books and rebinding become less and less adequate as use and demands increase; the equipment in such essentials as typewriters, filing cases and delivery trucks falls more and more into a condition of disrepair, often to the extent of seriously blocking the work of the library. The situation of closing the central building of the Public Library every Wednesday at 3 p. m., and

in the summer months, every Saturday at 1 p. m. has now unfortunately become a habit, but none the less is discreditable and an increasing occasion of annoyance to the public who can not accustom themselves to the idea that the National Capital's central library should not be open all day and every day.

In spite of these discouragements, in spite even of the clipping of \$500 from the coming year's appropriation for the service of the present establishment, the future of the library—but not its immediate present—is bright. Lacking the relief to the salary situation promised by the long postponed reclassification legislation, the present situation is a most difficult and discouraging one, for relief from which the library staff most fervently prays. As soon as that legislation gives relief then great satisfaction can be felt in the expansion of the library service and system that lies close ahead.

Such expansion for the coming year consists in the promised opening of the new Southeastern Branch Library in December, and the expected opening of the new Eastern High School Branch Library in February, 1923. Two other school branches are promised for September, 1923, in the Macfarland and the Langley junior high schools, about to be erected. Another separate branch library, the Mount Pleasant, seems fairly well assured for the near future, since the Carnegie Corporation has allotted \$100,000 for the building, an admirable site located at Sixteenth and Lamont Streets has been offered on very favorable terms and the prospects of securing the appropriation from Congress for its purchase seem good. Things are therefore beginning to move in the direction of providing the complete system of branch libraries needed to supply full public library service to the entire local population.

#### CIRCULATION AND INFORMATION SERVICE.

The figures showing the use of the library during the past year have exceeded expectations. The books lent for home use numbered 1,018,414 volumes, an increase of 33,105 volumes. This is in spite of the fact that the total of 58,528 readers' cards in force at the end of the year, as well as the addition of 18,168 during the year show a decrease in registration. This decrease is traceable to the dismissal of thousands of Government workers. There were 364 new special privilege cards issued to teachers, making the total number in active use 1,152; 250 strangers availed themselves of the use of the library by making deposits of \$5 each.

To give better service to the public an extra assistant was placed at the information desk as an understudy to cover the busiest hours from the time of closing of the high schools until the Government clerks departed for the dinner hour. Many of the 15,677 foreign books issued were selected for foreigners by the assistants at the information desk. Thousands of questions presented there have been answered by supplying books on all conceivable subjects. A further increase in efficiency was secured by giving more expert service to individual readers at the adult nonfiction desk; older members of the circulation department, most familiar with information work, were stationed for three hours daily at this strategic point of contact with readers. Their efforts were largely directed toward helping those

to whom call slips were returned marked "not on shelves" to find substitute material. The utility of these efforts is perhaps best shown by an increase of 8,244 volumes of nonfiction over the previous year, and a decrease of 3,874 volumes of fiction in a total circulation of 403,113 volumes issued from the adult department. Since nearly half a million books are taken from one desk yearly, it is evident that if this personal service could be extended to cover more hours there would be few disappointed readers and reduced waiting lines.

The reserve system helped largely in supplying books for which no substitutes were acceptable. Of the 10,524 volumes so furnished to readers, 6,485 volumes were nonfiction. Long waiting lists for the new popular publications, though these are generously duplicated, were unavoidable owing to the large demands.

With increased circulation a larger number of books must be collected from delinquents. The trained assistants in charge of collecting them have, through interviews at homes and places of business and frequent use of the telephone, largely reduced the outstanding cases. (From the report of Grace B. Finney, chief, circulation department.)

#### DEPOSIT STATIONS AND HIGH SCHOOLS.

The division of stations and high schools has to report for the first time in four years a decrease. The circulation of 85,293 volumes to 11 deposit stations and 14 high schools and colleges is 4,137 less than the previous year, though far in advance of all earlier records. This was largely due to the fact that the very active deposit station at the Veterans' Bureau was abolished, with a resultant loss of 7,054 in circulation. Also two requests for new deposit stations could not be granted because of the pressure at the central library. Offsetting these disappointments is the fine record of the Chevy Chase station, apparently the nucleus of a future branch, where there was an increase in circulation of 4,165 volumes. Further, the educational departments at the two large department stores, Lansburgh & Bro. and Woodward & Lothrop, stressed the value of the use of books on business by giving credits for reading done along special lines. Several stations which secured excellent results when they were conducted by experienced librarians, are falling behind now that they are in the hands of untrained persons. This is true at the Y. M. C. A. deposit library and at the Hebrew Institute, where an aggregate loss of 4,559 in circulation followed the resignation of trained librarians.

There is a crying need for recent books for the traveling libraries collection, composed of carefully selected juvenile books and forming the chief supply for the deposit stations.

Nearly 7,000 volumes were sent to the stations and high schools. The high school circulation shows an increase of 1,015 over the previous year. (From the report of Cecilia Franzoni, supervisor stations and high schools.)

#### TAKOMA PARK BRANCH.

The Takoma Park Branch observed the tenth anniversary of its opening on November 16, 1921. During the 10 years the book collection grew from 4,000 to about 10,000 volumes. This year the central

library lent the branch 1,236 volumes to fill special requests. The circulation of 49,152 volumes is an increase of 1,410 over the previous year. In its first full year the branch circulated 27,474 volumes. The present registration of 3,182 includes 741 borrowers who registered during the past year; 500 of these were new card holders.

A new feature of last winter's work was the instruction in the use of books and the library given to pupils of the seventh and eighth grades of the Takoma School.

During the year 122 meetings were held at the branch, with an attendance of 5,808. They included numerous interesting lectures, many of them illustrated. Through the kindness of the horticultural club an excellent lantern and screen have been placed in the branch for the benefit of the community. This club arranged with much care and good taste nine flower shows. The attendance of 2,535 persons indicates to what an extent these exhibits have become a feature of Takoma Park. (From the report of Rebecca P. Warner, branch librarian.)

#### REFERENCE DIVISION.

The reference room doors open wide to students in colleges, high schools and summer schools, to teachers, Bible students, Government officials, club women, newspaper men, authors, and general readers, all of whom have brought questions which the reference librarians have helped to answer. The bare figures of 8,855 questions recorded, of which 553 were telephone calls, express in an inadequate way the volume of inquiries and the service rendered. The use of the telephone is growing.

During this difficult period of reconstruction the marked interest shown by the public in questions of the day is encouraging. During the Conference on Limitation of Armament all phases of the questions involved were studied. Students are using material on such subjects as cancellation of foreign debts, reparation, disarmament, Philippine independence, Government ownership of the railroads, soldier bonus, and suffrage in the District of Columbia.

The reference collection of books and pamphlet material has been kept up to date. There are 305 periodicals on file.

The most important addition to the Washingtoniana collection was the completion of the file of the Rambler articles about Washington and the vicinity which have appeared in the Evening Star since 1912. Miss Elizabeth Jordan generously supplied the articles before 1919. All have been arranged chronologically, mounted on large sheets, and will be indexed and bound.

The card list of plays for amateurs, with mounted annotations selected from printed bibliographies, continues to be much used. It is under constant revision and annotations from excellent lists have been added this year. (From the report of Emma Hance, director of reference work.)

#### INDUSTRIAL DIVISION.

The publicity given to the library's business books by the librarian's talk before the Washington Chamber of Commerce in November, 1920, and by special feature articles in the newspapers, has

caused a large demand on the library's resources in this field. During the winter the shelves were often bare of books on accounting, cost finding, salesmanship, salesmanagement, finance, banking, marketing and business letter writing. Very few of the daily users of the industrial division come merely to kill time. Most of them seek definite information which often requires much searching by the assistants. Since a thorough knowledge of market conditions is necessary before men are willing to plan for business extension, statistical information is in constant demand.

A high standard of excellence continues in all forms of business literature recently published. Any edition of a book will not do. For instance, only the new editions of books on accounting cover certain recent phases of accounting problems. The same is true of engineering, since mechanical improvements are so rapid that a book on engineering processes only a few years old actually gives wrong information. The book collection must therefore be constantly replenished and good titles must be duplicated.

The collection of manufacturers' catalogues has been completely revised. Much of the best material is secured from the Library of Congress by transfer; manufacturers are also prompt and generous in their response to requests. (From the report of Ruth H. Todd, chief industrial division.)

#### CHILDREN'S DEPARTMENT.

The library issued last year to Washington children nearly a half million books, a gain of 7 per cent over the previous year. This expansion may seem slight, but it and larger percentages in the past have occurred year after year without increased book or bindery funds and with a decreasingly adequate equipment. Even worse, the children's department is carrying on with fewer trained persons than it had 10 years ago, though in that decade the circulation increased 260 per cent.

Library work with children is a profession to which there are no short cuts; the only method of making a good children's librarian is to train a well educated person with literary taste to a thorough knowledge of children's literature. This means knowing books well enough to tell a child what they are about, to interest him in them, to help him to select a better book than the last one he took, to advise parents as to suitable books for a child of any age and how to meet various child problems with books; it means knowing thoroughly school curricula, and books available on the topics studied in order to bring to the teacher the worth-while literature for children. This requires familiarity with the field of children's literature, reviewing critically new books and constantly weeding out superseded material.

To try to give to Washington expert library work with children is discouraging, since the salaries are not adequate either to attract the trained and experienced persons required, or to hold those who have been given the training needed to make of them more than desk assistants. The low salaries are an expensive economy at a point essential to proper development of the city's children. This makeshift method of doing professional work is like having a doctor

study elementary medicine while attempting to prescribe, or a teacher try to teach before she had herself received an education. Such a condition must continue, however, until the salaries are raised to the scale prevailing in other large cities. (From the report of Louise P. Latimer, director of children's work.)

### WORK WITH SCHOOLS.

"Is it because the child can not be taught but must be beguiled?" The question was put in connection with a criticism made of the schools of to-day that although they teach the children "how to read," they do not really succeed in teaching them "to read." To "beguile" the child into reading! Not a bad definition of the aim of the library's work through the schools, and that it has met with some success the year's statistics of over a quarter of a million circulation bear happy witness. Book collections sent into classrooms can never take the place of children's rooms in libraries, but the peculiar possibilities arising with a group of children of the same degree of development, sharing for the year common interests, enthusiasm, friendships, and the intimate guidance of the teacher, offer a field which the library delights to cultivate.

In any class there are always certain children who do not need to be lured toward books. They are the ones whom teachers are prompt to use in captivating the slower, more indifferent readers. Curiosity, too, plays a part as "beguiler." Packages are hard to resist. The new basket is awaited with impatience, as the teacher who forgets or neglects to reorder soon discovers; or if the delay is the library's, a reminder by telephone is likely. The wide range of subjects covered by the classroom collections includes handicraft, animal stories, electricity, chemistry, poetry, fairy and romance tales, stories of the sea and land, stories of to-day and long ago. There is ever the fascinating possibility that the one book, the "best ever," may be in the basket.

Statistics show a circulation of 252,004 books through the schools for the year just finished. This figure is an increase of 39,464 over that of 1920-21, the best previous year. Books were sent into 434 classrooms in 112 schools. Sets sent into classrooms numbered 1,320. (From the report of M. Ethel Bubb, supervisor, work with schools.)

### THE PICTURE DIVISION AND EXHIBITIONS.

The clientele of the picture division consists of teachers, club members, and miscellaneous users.

Teachers numbering 845 from 158 public and private schools and 27 Sunday schools, supplied their classes with material from the library collection. School demands are for pictures of new inventions, industries, or current events. A small group of nature teachers who go from one graded school to another depend upon the appeal of pictures of animals, birds, insects, and farm life to reach the children, many of whom live in districts where there is little or no outdoor life.

Club activities, suspended during the war period, have increased steadily; representatives of 11 clubs come regularly for material on art and literature topics.

Newspapers have sent for pictures needed to show localities of disasters or objects destroyed, such as the San Antonio flood, and the burning of the Shrine of St. Anne de Beaupré.

For use in staging many plays and pageants given locally, pictures of costumes and scenery and equipment were lent by the library. A designer of theatrical gowns found here a print of a thirteenth century Spanish costume not obtainable in New York.

Under commercial art the most striking example furnished was the frieze and mural decorations of the new model store of the Dutch Market, painted by an artist recommended by the picture division, of which he was a constant user.

Delay in redecorating the second floor lobby postponed the display of exhibits offered by the American Federation of Arts through the Washington Society of the Fine Arts. Only three exhibits were held. The children's department occupied the space during the children's book week. One exhibition included 300 original cover designs supplied by the Hampden Glazed Paper Co., Holyoke, Mass. Articles made by the children of the kindergarten schools of Washington made another interesting exhibit. The wing frames were in constant use to display pictured current events, the bird arrivals furnished by the Biological Survey, and Seeman prints.

The circulation from the collection of 52,583 mounts was 74,677, an increase of 2,577 over 1920-21. (From the report of Grace B. Finney, in charge of picture collection and exhibits.)

#### ACCESSIONS—PURCHASES AND GIFTS.

Strict economy has marked the purchase of books. With the allowance from the desk fund much diminished and the cost of books still high, every title has received the most careful scrutiny. The books purchased were reduced to 14,303 volumes, costing \$15,386.23—\$2,283.82 less than in the previous year.

In handling and placing gifts in the library, consideration has been given to the library's collection with reference to future branch libraries. One of the largest gifts consisted of more than 1,000 books from Mr. Charles J. Bell, a trustee of the library. Review copies of some new books have been received from the Evening Star and the Washington Herald.

At a meeting of the Washington Academy of Sciences held at the central library in October, 100 popular books in science, recommended by a committee of the academy, were exhibited. All titles on the list, not already in the library, were purchased so far as in print. A revision of this list is to be published by the American Library Association.

Periodical subscriptions were placed for a six months period in January in order to have the subscriptions for the following year commence July 1 and run for the fiscal year.

The coming year promises to be one of extensive work in this division, with a new branch to be opened in the fall and the necessity that most of its book supply be ready at opening. (From the report of Frances S. Osborne, chief, order and accessions division.)

**CATALOGUE DEPARTMENT.**

During the year 18,441 volumes were classified and catalogued; of these 4,283 were new titles and parts of books catalogued.

The books on recreative arts have been reclassified according to the seventh expansion of the Cutter classification.

In order to remove from the catalogue obsolete subject headings and references, a systematic revision is in progress. The headings substituted are those used by the Library of Congress. The diversity of accessions is shown by the fact that 250 new subject entries were added to the catalogue. The preparation of the Reference List of Contemporary American Painters, issued in cooperation with the Corcoran Gallery, was this year assigned to the catalogue department.

With the opening of new branches, the coming year will be an extremely busy one. A beginning has been made in the preparation of books, largely gifts, for the Southeastern Branch. The work of preparation of books for the main library shelves was at times so congested that it was necessary to call on other departments for help. New branches will materially increase this work and an additional assistant will be required. (From the report of Julia H. Laskey, chief catalogue department.)

**BOOKBINDING.**

During the year, 6,860 volumes were rebound in the library bindery and 10,965 volumes repaired. With no additional funds available to supplement the binding appropriation as in earlier years, approximately 4,800 volumes are held for rebinding. This is wasteful, for it withdraws from use books wanted by readers.

The most notable magazine gift was one from the State Department, consisting of nearly 200 finely bound volumes, including the Atlantic, Century, Forum, Harper's, Independent, Outlook, and Scribner's. These were used as the nucleus of a small collection of periodicals for the Southeastern Branch. Another valued gift was a nearly complete file of the National Geographic, 1893 to 1921.

A feature of interest has been the photostat work done for this library by the Library of Congress. Imperfect or mutilated volumes have been completed before binding by securing copies of missing illustrations or pages.

For the first time all members of the bindery force employed for 10 months were granted 15 days' leave with pay. The bindery was closed for the purpose.

Owing to the lack of funds and the increased circulation of the library an extremely heavy burden has been placed on the department to keep the collection in good condition. (From the report of Katherine A. Ruppert, acting supervisor of binding.)

**THE LIBRARY STAFF AND RECLASSIFICATION PROSPECTS.**

Reclassification legislation, on which hope depends for the improvement of the library salary situation, still sticks and hangs. The Sterling-Lehlbach bill, passed overwhelmingly by the House

on December 15, 1921, and reported to the Senate on February 6, 1922, is now in the hands of a subcommittee of the Senate Committee on Appropriations for consideration of the salary schedules. So, instead of the library salaries being adjusted according to the scientific plan contained in the pending bill, the bonus of \$240 was continued for another year. Indispensable as the bonus is, it still leaves the library staff grossly underpaid.

In last year's report it was stated that the tentative allocations of the library staff to the Sterling-Lehlbach bill and to the Wood-Smoot (or Bureau of Efficiency) bill showed the salary scales of the two plans to run almost neck and neck. Since that time, however, the Bureau of Efficiency has scaled down one or two grades each its allocations of the positions in this library from those that had been agreed upon between representatives of the bureau and representatives of the library, thus rendering the Bureau of Efficiency's classification inadequate. As it is understood that the library workers in other Government libraries have been similarly depressed in this classification, in the opinion of those directly and indirectly affected it is considered in its present form illogical and as a consequence unjustly discriminatory in the case of librarians. In all of the long effort to secure proper representation for Government librarians (that is, the staffs of this and all other libraries in the Federal and District Governments) the emphasis has been laid on the following points: (1) The present gross underpayment of practically all library workers as compared with the payment of other professional workers in the Government service; (2) insistence that in any new classification plan the injustices of the past ought not to be perpetuated, just because large increases in salaries would be required to right these wrongs; and (3) that librarians should in the matter of salaries be made fully comparable with other scientific, technical, and professional people, on the basis of comparable education, training, experience, and complexity of work required. This just representation is accomplished in the pending Sterling-Lehlbach bill; in the last revision of the Bureau of Efficiency's plan, put into effect in the allocations in the last Budget, such purposes are defeated and librarians have little hope through that plan of being pulled out of the morass of underpayment. The speedy passage of the Sterling-Lehlbach bill by the Senate and its final enactment are greatly to be desired.

The statutory staff of the library has remained stationary for several years in spite of steady increases in the use of the library. For the coming year not only was there no enlargement of staff to meet the present crushing burden of work, but the appropriation for substitutes, all of which is expended for the existing establishment, was actually reduced by \$500, in spite of the most urgent representations of the needs before appropriation committees. To prevent a collapse of the work of the library, the trustees authorized still larger drafts on the desk fund for employment of additional assistants, so that often as many as 10 persons were so employed. Even so the staff was insufficient in numbers and the desk fund was so badly depleted as to leave little for use in supplementing book-purchasing and bookbinding funds.

The appropriation of \$3,500 for service at the new Southeastern Branch contains an unfortunate statutory limitation that no salary

in excess of \$1,200 shall be paid there. The appropriation is too small to employ a staff sufficient in size to keep the library open a full schedule (12 hours), and the highest possible salary is so small that (including the added bonus of \$240) a sufficiently strong person to take this important and responsible post can be secured only by transfer from the central library at a reduction in salary.

In a total regular staff of 99 (exclusive of 5 in bindery) there were 19 resignations; 9 from the professional and clerical staff, 5 from the messenger and page force, and 5 from the building force. The turnover of 19 per cent is the lowest in many years. This does not mean, however, that salaries are now proper and adequate, but is probably to be accounted for by the fact that during the past year the Federal Government has been discharging employees rather than employing new people, so that the opportunities for transfer were few.

In spite of all the discouragements due to the postponement of reclassification legislation and consequent readjustment of salaries, and in spite of overwork, an attitude of loyalty, devotion, and professionalism characterizes the library staff to a high degree.

Six members of the staff attended the annual conference of the American Library Association at Detroit, June 26 to July 1: The librarian, Alethea T. Alderson, M. Ethel Bubb, Sarah P. Coleman, Emma Hance, and Frances S. Osborne.

#### SOUTHEASTERN AND MOUNT PLEASANT BRANCHES.

It was expected to open the Southeastern Branch Library on July 1, but delays in securing materials have postponed the completion of the building. It is now expected to open the new branch in December. The Carnegie Corporation allotted for the building and its equipment \$67,000, with which very satisfactory results have been secured by the architect, Mr. Edward L. Tilton, of New York, and the builders, Messrs. Arthur L. Smith & Co., of Washington, on the excellent site at Seventh and D Streets and South Carolina Avenue SE., just off Pennsylvania Avenue.

The library's annual appropriation for books was increased \$5,000 for the coming year and this sum will be used for the original stocking of this branch. Since this will be far from adequate in view of the large use that the large population of that section is expected to make of the branch, the book stock will be supplemented by the transfer of any suitable books that may be spared from the central library. Even though they are costly, it is hoped to include some technical books that will appeal to the engineers and skilled mechanics of the navy yard. To this end the commandant of the navy yard has, at the request of the librarian, appointed a committee to confer with the branch librarian and draw up a list of recommendations.

Miss Frances S. Osborne, long a valued member of the central library staff, has been chosen branch librarian of the Southeastern Branch. Her assistants will likewise be drawn from those having training and experience at the main library.

In the plans for the development of the system of separate branch libraries, the next place has long been assigned to a branch for the Mount Pleasant section. Application was made to the Carnegie Corporation for funds for a branch library building for that section.

It was set forth that the branch would serve a very large and rapidly growing population and that it would therefore be necessary to build a large branch library building. The corporation promptly and generously allotted \$100,000 for the purpose. The next step is to secure a suitable site in a section where the building of large apartment houses and private residences is rapidly covering most available vacant lots and where all land values are rapidly advancing. As it was considered desirable to place the branch on or near upper Sixteenth Street, the interest of Mrs. John B. Henderson, who has done so much for the improvement of that street, was enlisted in the project. She has offered a fine large site at Sixteenth and Lamont Streets at what real estate experts consider a very low figure. It is hoped that an appropriation of \$25,000 needed to buy this site will be speedily granted by Congress, so that this next important step in the development of the system of branch libraries may be promptly taken. Such a branch would serve a population of from 75,000 to 90,000, most of whom live 2½ or more miles from the central library. It is expected that the Mount Pleasant branch, if well stocked with books and well staffed, will soon show a use approximating that of the main library. Much of it would be new business, but enough of it would represent a transfer of use from the central library to afford some relief from the present congestion.

It is important to push forward as rapidly as possible the building of the entire series of separate branch libraries, to include branches in the thickly built up sections of Georgetown, the northeast, the southwest, and near Dupont Circle. The central library is becoming more and more congested with books and adult readers, in spite of the fact that it is becoming more and more predominantly a business neighborhood. The constantly growing danger of street car and automobile traffic around the main library has noticeably decreased the use of the children's room by young readers. Unless provision is made for children in branch libraries nearer homes and located on less dangerous streets, many of the children of Washington, for whom the Public Library is fitted to furnish a unique service, will grow up without being able to avail themselves of a library service, which, through children's rooms in scattered branches, is found in most other large and progressive American cities of the size of Washington.

#### THREE BRANCHES IN SCHOOLS ASSURED.

Further progress can also be reported toward realizing the plan for a series of branch libraries in certain public school buildings, chiefly suburban, supplementing the branch libraries in separate buildings.

First there will be a branch library in the new Eastern High School to be opened, it is expected, in February, 1923. A fine room on the ground floor near the front entrance has been assigned for the purpose and is being equipped as a part of the school equipment. In order to open this branch library it will be necessary to secure from Congress deficiency appropriations for the book stock, for service during the remainder of the fiscal year, and for library supplies.

The two junior high schools, the Langley and the Macfarland, which the municipal architect expects will be ready for use in September, 1923, have in their identical plans rooms assigned for branch

libraries. These rooms are too small, but it is planned in the expected speedy enlargement of the buildings to double the library space. This is important inasmuch as there will be no other library room in these buildings, and it is believed that these libraries will be largely used by the school children and by the adults of the territory served by the schools.

These three branches now definitely planned are the expected first fruits of the comprehensive plan for cooperation between the board of education and the board of library trustees toward which the two boards have long been working. A report outlining policies and procedure in the establishment, maintenance, and administration of branch libraries in public-school buildings was drafted by the superintendent of schools and the public librarian and adopted by the two boards as a working agreement. The document is considered so important that it is printed in full on pages 29-32. It was presented by the librarian to the Joint Congressional Committee on the Reorganization of the Public Schools of the District of Columbia and printed in its hearings (pp. 138-142). If, as expected, this plan is followed and branch libraries are included wherever needed, particularly in new school buildings as they are built in rapidly growing suburbs, including especially the junior high schools, it should in this way be possible to meet most of the library demands of the outlying districts.

In the working out of the broad plans for the development of the system of branch libraries in the schools and in the actual bringing to pass of the allotment of rooms in the three school buildings now under construction, the superintendent of schools has been most sympathetic and helpful. His cooperation has been of the effective kind that now at length, after years of discussion, actually brings the thing to pass.

#### BUILDING DECORATION—PAINTINGS LENT AND PRESENTED.

It was found possible by drawing on an appropriation available for "extraordinary repairs and improvements," but not for current needs, to redecorate a large part of the walls of the central building, including the main lobby and the exhibition rooms. The library was so fortunate as to secure the expert advice, generously given in numerous and sometimes extended visits, of Miss Grace Lincoln Temple in the selection of color combinations most appropriate to the various rooms. The results have been most pleasing, and the obligation of the library to Miss Temple is great.

For several years two paintings by Mr. Lucien W. Powell, one a fine seascape and the other a magnificent picture of the Grand Canyon of the Colorado, have hung on the walls of the central library. Mrs. John B. Henderson, who had lent these paintings out of her large collection of works by Mr. Powell, has during the last year added to the library's obligation by increasing the number so lent to 12 canvases. These include several Venetian scenes that are often taken for Turners. In the hanging of these paintings the advice of Miss Temple was followed.

During the year also Mrs. Henry E. Davis presented to the library a portrait of Alexandre Dumas, painted in 1850 or 1851 by the American artist, William H. Powell, from personal sittings of the world-famous romancer. The portrait, which now hangs in the reference room, was owned for many years by the father of Mrs. Davis, the late

Albert G. Riddle, long United States district attorney for the District of Columbia.

For several years a portrait of Andrew Carnegie, by Freeman Thorp, has hung on the walls of the lobby of the central building. During the year it has been possible to balance this portrait of the donor of the library buildings by a long-desired portrait of Mr. Theodore W. Noyes, the real founder of the Public Library as an institution.

#### PORTRAIT OF THEODORE W. NOYES.

Inasmuch as the report of the board of library trustees is signed by the president of the board, Mr. Noyes will probably find himself unable to include in that report a statement of the matter, so that the record may properly form a part of the librarian's report.

A group of friends of Mr. Noyes, partly inside and partly outside the library board, organized a committee, with Mr. John Joy Edson as chairman, and invited a few other friends of Mr. Noyes to join with them in having his portrait painted and presenting it to the Public Library. The portrait was intended to be a perpetual testimonial to the facts that Mr. Noyes is the father of the movement in Washington that resulted in the foundation of the Public Library, and that as president of the board of library trustees since the passage of the creative act in 1896 he has labored unstintedly for its advancement.

The portrait, highly satisfactory as a likeness and admirable as a work of art, was painted by Mr. Richard S. Meryman. It was first exhibited from December to February as a part of the Corcoran Gallery of Art's biennial exhibition of American oil paintings, and later, from April to June, in Buffalo by request of the director of the Albright Memorial Gallery in a collection of 100 specially invited pictures by American artists.

Exercises at which the portrait was presented to the library by the portrait committee were held in the central building on February 16. Mr. Edson, the chairman, presided. The presentation on behalf of the committee was made by Hon. Cuno H. Rudolph, president of the Commissioners of the District; the portrait was accepted on behalf of the library trustees by Mr. Justice Wendell P. Stafford, vice president of the board; the librarian spoke on "The Public Library, a continuation school" in commenting on the vision of Mr. Noyes as expressed in the organic act; and Mr. Noyes spoke in acknowledgment of the honor and outlined the history of the library movement. The speeches and a chronology of the library, together with photographs of the portrait and of the speakers, have been published in pamphlet form.

Now that the portrait has been returned from Buffalo it has been hung in the most conspicuous place in the main delivery room of the central building, where all who enter the library will see it. Repeating what I said at the presentation exercises, I am sure that for the double reason of the interest and distinction of the picture, both as a portrait and as a work of art, and because of what Mr. Noyes means to this library and to Washington, the library staff and the public will have continued satisfaction in companionship with the portrait.

Respectfully submitted.

GEORGE F. BOWERMAN, *Librarian.*

The TRUSTEES OF THE FREE PUBLIC LIBRARY.

## APPENDIX TO THE LIBRARIAN'S REPORT.

## LIBRARY STATISTICS—AMERICAN LIBRARY ASSOCIATION FORM.

Annual report for the year ended June 30, 1922.

Name of library: Public Library of the District of Columbia.

Population served (1920 census): 437,571.

Terms for use: Free for lending; free for reference.

Total number of agencies: 140.

Consists of: Central library, 1; branch, 1 (in its own building); colleges, 4; schools, 120 (1,320 collections sent to 434 classrooms in 110 schools); stations, 12; home library, 1; playgrounds, 1; summer camps, 2.

Number of days open during the year (central library): 360 (closed all Wednesdays, 3 p. m.; Saturdays, 1 p. m., July 1 through September 30; July 4, Armistice Day, November 11; December 25; and two Sundays).

Hours open each week for lending (central library): 66.

Hours open each week for reading (central library): 72.

Number of staff: 104; library service, 83; janitor service, 16; bookbinders, 5.

Total value of library property (exclusive of sites): \$722,000.

*Accessions and use.*

	Adult.	Juvenile.	Total.
INCREASE OF COLLECTION.			
Number of volumes at beginning of year.....			232,921
Number of volumes added during year by purchase.....			14,303
By gift or exchange.....			2,794
By binding.....			235
Number of volumes lost or withdrawn.....			11,192
Total number at end of year.....			239,061
Of this number how many are in reference department.....			17,997
Number of pamphlets. Large number received and used but no separate count kept.....			
Number of pictures, photographs and prints added.....			1,311
Total number of pictures, photographs, and prints.....			52,583
Other additions: Maps.....			5
Number of periodicals and newspapers currently secured (give both number of titles and copies, not pieces): 593 titles, 775 copies.			
USE OF COLLECTIONS.			
Number of volumes lent for home use, fiction.....	317,149	256,814	573,963
Total number of volumes lent for home use.....	538,878	479,436	1,018,414
Number of volumes sent to agencies.....			62,547
Number of prints lent for home use.....			74,677
REGISTRATION.			
Number of borrowers registered during year.....	14,253	3,915	18,168
Total number of registered borrowers.....			58,528

## Registration period, 3 years.

Number of persons using library for reading and study: Large, but not recorded.

Number of publications issued: Annual report, Monthly Bulletin, Reference List No. 16, and several leaflet lists.

*Financial statement.*

## Receipts:

Unexpended balance .....	\$630.85
Congressional appropriation (maintenance).....	139,698.76
Endowment funds.....	90.00
Fines and sale of publications.....	9,739.40
Duplicate pay collection.....	1,031.90
Interest on deposits.....	8.56
Other sources .....	1,784.42
Grand total .....	152,983.89

## REPORT OF BOARD OF TRUSTEES OF THE PUBLIC LIBRARY. 27

## Payments:

Books		\$15,441.52
Periodicals		2,199.08
Binding		8,162.76
Salaries, library service		98,253.39
Salaries, janitor service		12,704.00
Heat		2,494.37
Light		3,475.96
Supplies		4,739.71
Printing		238.09
Telephone		439.12
Transportation, postage, express, freight, etc.		675.52
Other maintenance		3,267.48
Total maintenance		152,091.00
Balance		892.89
Grand total		152,983.89

*Municipal library expenditures and circulations per capita, 1921 or 1922.*

Cities (ranked according to population).	Population.	Expenditures, 1921 or 1922.	Per capita expenditures.	Home circulation (volumes).	Expenditure per volume circulated.	Per capita circulation (volumes).	Number of branches.	Branches housed in separate buildings devoted exclusively to library purposes.
New York City	5,744,914	\$2,287,370.52	\$0.398	18,266,644	\$0.125	3.18	90	72
New York Public <sup>1</sup>	3,176,558	1,254,417.03	.395	10,226,366	.123	3.22	43	42
Brooklyn	2,018,356	779,350.87	.386	6,072,707	.128	3.01	27	23
Queens	2,550,000	1,253,602.02	.461	1,967,571	.129	3.58	20	7
Chicago	2,701,705	853,876.97	.316	7,472,768	.114	2.76	35	5
Philadelphia	1,823,779	426,445.00	.234	3,992,278	.107	2.19	28	27
Detroit	993,678	822,696.89	.828	2,996,771	.274	3.01	16	16
Boston	2,822,000	734,892.07	.894	2,672,646	.275	3.25	31	12
Cleveland	796,841	859,269.06	1.075	4,672,252	.184	5.86	52	18
St. Louis	772,897	392,276.70	.507	2,308,533	.170	2.99	13	6
Baltimore	733,826	255,831.56	.349	863,765	.296	1.18	23	22
Los Angeles	2,700,000	408,296.68	.583	3,603,181	.113	5.01	40	8
Pittsburgh	2,600,000	496,468.89	.827	2,124,125	.234	3.54	9	9
Old City		422,954.43		1,632,385			8	8
Allegheny		73,514.46		491,740			1	1
Milwaukee	3,538,469	246,214.85	.457	2,199,359	.112	4.08	11	3
Buffalo	506,775	218,049.75	.430	2,049,082	.106	4.04	7	1
San Francisco	506,676	200,357.48	.395	1,585,173	.126	3.13	9	9
Cincinnati	3,493,678	292,757.80	.593	2,083,420	.140	4.22	24	14
Washington	437,571	152,091.00	.347	1,018,414	.149	2.33	1	1
Minneapolis	3,415,419	283,957.43	.683	1,465,591	.194	3.53	16	10
Newark	414,524	219,115.00	.528	801,116	.273	1.93	1	1
New Orleans	387,219	62,892.80	.162	454,380	.138	1.17	5	5
Kansas City	2,350,000	213,896.29	.611	1,125,261	.190	3.21	13	2
Seattle	323,124	288,702.01	.893	2,097,858	.138	6.49	9	8
Indianapolis	314,194	256,893.12	.818	1,191,981	.215	3.79	18	11
Jersey City	298,103	152,870.26	.513	1,347,638	.113	4.52	7	2
Rochester	295,750	115,213.08	.389	1,228,252	.094	4.15	7	1
Louisville	2,286,369	130,306.08	.455	1,207,348	.108	4.22	12	9
Portland	275,898	274,446.76	.905	2,037,545	.135	7.38	17	11
Columbus	2,275,000	48,250.00	.175	334,112	.144	1.21	0	0
Denver	256,491	122,425.04	.477	1,121,717	.109	4.37	8	8
St. Paul	2,250,000	219,917.85	.880	1,385,000	.159	5.54	4	3
Toledo	243,164	113,703.31	.467	1,103,371	.103	4.54	7	5
Oakland	2,240,000	147,841.68	.616	1,036,857	.142	4.32	13	4
Providence	237,595	203,450.44	.856	685,949	.296	2.89	5	1
Atlanta	200,616	64,925.00	.324	437,062	.148	2.18	5	3
Totals and averages	{ 23,236,275	11,565,701.37	.498	76,972,449	.150	3.31	{ 536	307
							{ 16.75	9.59

<sup>1</sup> Circulation department only.<sup>2</sup> Estimated.<sup>3</sup> City and county.

**REPORT OF TREASURER.**

(July 1, 1921, to June 30, 1922.)

*Receipts, desk fund.*

Balance on hand June 30, 1921-----	\$455.93
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## Fines:

Issue department (central library)-----	\$6,400.20
Juvenile department (central library)-----	1,798.22
Industrial department (central library)-----	856.91
Takoma Park branch-----	414.15
Stations-----	269.92

Total -----	9,739.40
Duplicate collection-----	1,031.90
Reserves-----	201.08
Reissued cards-----	202.01
Books lost and injured-----	1,171.84
Magazine refunds-----	8.52
Sale of books-----	45.80
Interest-----	7.34

Total -----	12,863.82
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*Expenditures, desk fund.*

Books, main collection-----	\$2,699.76
Books, Takoma collection-----	202.09
Services of assistants-----	5,921.39
Periodicals, subscriptions-----	2,100.97
Membership fees in learned societies-----	86.00
Reimbursing emergency fund-----	200.00
Post cards and stamps for overdue notices, etc-----	500.00
Traveling expenses-----	37.81
Auditing accounts-----	20.00
Premium on bond of treasurer-----	6.25
Dodge car upkeep-----	147.37
Book lists-----	14.50
Miscellaneous-----	66.75

Total disbursements-----	12,002.89
Balance on hand June 30, 1922-----	860.93

-----	12,863.82
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*Donation fund, including Henry Pastor memorial fund, Woman's Anthropological Society fund, and vending-machine fund.*

(George F. Bowerman, treasurer.)

## IN ACCOUNT WITH THE PUBLIC LIBRARY.

## Receipts:

To balance on hand July 1, 1921-----	\$174.92
Vending-machine fund-----	119.55
Woman's Anthropological Society fund-----	50.00
Henry Pastor memorial fund-----	40.00
Donation-----	25.00
Money found in building-----	5.62
Unclaimed deposits-----	5.00
Interest on deposit-----	1.22

Total -----	421.31
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## Expenditures:

Membership fees in learned societies	\$34.11
Periodical subscriptions	98.11
Books	39.67
Vending-machine supplies	88.26
Printing	79.20
Medical examinations	50.00
To balance on hand June 30, 1922	31.96
Total	421.31

## AUDIT BY FINANCE COMMITTEE OF LIBRARY TRUSTEES.

We, the finance committee of the board of library trustees, hereby certify that we have had the accounts of the treasurer of the board audited, so far as the same relate to the desk and the donation funds, including the Henry Pastor memorial fund, the Woman's Anthropological Society fund, and the vending-machine fund, receipts, and disbursements, and find that all the receipts have been collected and accounted for; that the disbursements are represented by canceled checks and vouchers, and that the same are correct. We also certify that the balances shown by the report of the treasurer correspond to the balances in bank.

C. J. BELL, *Chairman*,  
JOHN B. LARNER,  
BENJAMIN W. GUY,  
*Finance Committee.*

WASHINGTON, D. C., September 1, 1922.

This is to certify that I have audited the desk fund and donation fund accounts of the Public Library and find that there was on hand in the desk-fund account on the 1st day of July, 1921, the sum of \$455.93; that the receipts during the year ending June 30, 1922, amounted to the sum of \$12,407.89 and that the expenditures for the same period amounted to the sum of \$12,002.89, leaving a balance in the hands of the treasurer as of June 30, 1922, of \$860.93, which amount is shown to be on deposit in bank after allowance for outstanding checks.

I find that the balance on hand July 1, 1921, in the donation fund account was \$174.92, and that the receipts during the year amounted to the sum of \$246.39 and that the balance on hand as of June 30, 1922, amounted to the sum of \$31.96.

Respectfully submitted,

A. S. VIPOND, *Auditor.*

## BRANCH LIBRARIES IN PUBLIC SCHOOL BUILDINGS.

(Report to the Board of Education and the Board of Library Trustees.)<sup>1</sup>

## THE POLICY OF THE BOARD OF EDUCATION.

The board of education desires to cooperate with every department or agency of the municipal government in the furtherance of its plans. As citizens of the District, interested in its general improvement, the board of education would naturally look with favor on assisting the library trustees in the development of a comprehensive plan for extending library facilities.

The board of education is also directly concerned with the development of such increased library facilities because of the direct service which they will render the public-school children. The board of education, therefore, cordially approaches the consideration of the subject of branch libraries in schools because of its belief that a library may be a large factor in the education of the pupils of the public schools.

<sup>1</sup> Drafted by the superintendent of schools and the public librarian; adopted by the board of library trustees, Jan. 26, 1922, after previous adoption by the board of education. Certain changes to date indicated in parentheses.

## THE POLICY OF THE BOARD OF LIBRARY TRUSTEES.

The board of library trustees, having the direction of the Public Library, which the act of Congress creating it declares to be a "supplement of the public educational system" of the District, conceives the functions of the Public Library to include not only the supplying of educational facilities to the entire population when they leave school but also the supplying of books, pamphlets, magazines, and pictures, and skilled help in the selection and judicious use of such material to the entire school population. This service the board of library trustees desires to render not only in and from the central library and one branch, as at present, but also through a system of branch libraries, including separate branch libraries and branch libraries, subbranches, and stations in the public schools.

## SEPARATE BRANCH LIBRARIES.

A. Separate branch libraries are proposed approximately as follows:

1. Takoma Park branch, Takoma Park, already established.
2. Southeastern branch, Seventh and D Streets SE. (to be opened in December, 1922).
3. Columbia Heights, Columbia Road near Sixteenth Street NW. (Mount Pleasant branch, site selected, Sixteenth and Lamont Streets.)
4. Northeastern, H and Seventh Streets NE.
5. Southwestern, H and Four-and-a-half Streets SW.; problematical; branch in Jefferson Junior High School may serve need.
6. Georgetown, Wisconsin Avenue and P Street NW.
7. Dupont Circle.

## BRANCH LIBRARIES IN PUBLIC SCHOOLS.

B. Branch libraries in public schools are proposed of three types: (1) 10 branches (7 to 12 hours of daily service); (2) 9 subbranches (21 hours or more weekly service); (3) 8 stations (4 hours or more weekly service). To be located approximately as follows:

Congress Heights, subbranch.

Van Buren, branch; unless junior high school is provided in Anacostia. Birney (colored), station.

Benning, station.

Deanwood (colored), station.

Junior high (old Eastern High School), subbranch; problematical; to serve school only.

New Eastern High, branch. (Opening expected in February, 1923.) Ludlow, branch; temporary.

Blow, station; problematical, if school becomes colored.

Crummell (colored), station; if required by growth in population. Brookland, subbranch.

Burroughs, subbranch, alternating service with Brookland. If junior high school is located in this district a branch there would replace these two subbranches.

Eckington Junior High, branch. (Langley Junior High; opening expected in September, 1923.)

Shaw Junior High (colored), branch.

Columbia Junior High, subbranch; to serve school only.

Junior high in vicinity of Phelps, Garnet, Patterson (colored), branch.

Iowa Avenue Junior High, branch. (Macfarland Junior High; opening expected in September, 1923.)

Powell Junior High, subbranch; to serve community until Mount Pleasant branch is erected; then school only.

E. V. Brown, branch. (A much used station now maintained at the expense of Chevy Chase Citizens' Association.)

Reno (colored), station.

Tenley, subbranch, alternating service with Eaton.

Eaton, subbranch.

Hyde, branch; temporary until Georgetown branch is erected.

Stevens (colored), branch.

Grant, station.

Jefferson Junior High, subbranch; to serve southwest white community until demand justifies erection of branch in separate building; then school only.

Randall-Cordova (colored), station; to serve southwest colored population until southwestern branch is erected.

Reference is made to a chart and a map, forming part of the original report, which tabulate and locate the proposed centers of library service and define the types of service suggested for each center. The map and chart are omitted but definitions follow:

**Branch:** A branch is an auxiliary library, complete in itself, having its own permanent collection of books and its own paid staff. Open every day 7 or more hours. (This includes both branches in separate buildings and branches in other quarters. Definition based on service.)

**Subbranch:** Conducted by staff of neighboring branch. Small permanent collection of books augmented by loans from branch or central library. Open not less than 21 hours weekly, arranged to suit convenience of school and community—e. g., two mornings, two afternoons, two evenings.

**Station:** Conducted by paid staff. Small collection of books augmented by loans from central library. Open not less than 4 hours weekly, arranged to suit convenience of school and community.

#### PROCEDURE IN THE ESTABLISHMENT OF SCHOOL BRANCH LIBRARIES.

1. When the board of education plans a new building, or the enlargement of an old building, it shall consider the desirability of making provision for a school branch library. Its conclusion should be based upon the location of the new school building in relation to the program for branch libraries in schools proposed by the library trustees.

2. If the board of education decides to include provision for a school branch library, the board shall indicate to the library trustees the location, size of room, and other proposed facilities for such advice and suggestions as the library trustees may care to offer. If the board of education decides not to include provision for a school branch library the board shall so inform the library trustees.

3. Nothing indicated under 1 and 2 above shall be understood as precluding the expectation that either board may at any time invite the attention of the other board to the consideration of any subject in connection with the establishment of branch libraries in schools.

4. Plans for the permanent equipment of the room shall be prepared as are other plans for school and in addition after consultation with the public librarian.

#### EQUIPMENT OF BRANCH LIBRARIES IN SCHOOLS.

1. The board of education shall provide for all physical equipment for the library which is a permanent part of the room, such as built-in shelves, closets, toilet facilities, cloakrooms, etc.

2. The board of library trustees shall furnish and be responsible for all moveable equipment, such as tables, chairs, desks, map and periodical cases.

3. The board of library trustees shall also furnish and be responsible for all books, pamphlets, periodicals, maps, technical library supplies, including typewriters, when needed.

#### MAINTENANCE OF SCHOOL BRANCHES.

1. The board of education shall furnish and pay for heat, light, soap, towels, janitor service, and telephone service for the branch libraries in the schools. Such janitor service shall cover days when schools are not in session, and be paid for in accordance with regulations to be established by the board of education governing such service.

2. The board of library trustees shall furnish and pay for all professional library service in the branch school libraries, including transportation of books and all library supplies.

ADMINISTRATION OF BRANCH LIBRARIES IN THE SCHOOLS.

1. In all matters concerning the professional conduct of the branch school libraries, the library staff shall be considered a part of the staff of the Public Library and all appointments and transfers shall be made by the public librarian.
2. In all matters concerning the heating, ventilating, care of rooms, and, in general, the physical side of the school branch library, the library staff shall be considered a part of the school organization. In the above matters the principal of the school shall have the same jurisdiction over the librarian of the branch library that she has over teachers. The relation of the library staff to the janitor shall be through the principal of the building in all cases when the principal is in the building. In the absence of the principal the janitor shall serve under the direction of the branch librarian.
3. All questions that arise relating to the administration of the school libraries shall be handled by the public librarian and the superintendent of schools, subject to instructions from their respective boards.
4. The schedule of hours of opening any branch shall be by agreement between the public librarian and the superintendent of schools.
5. The regulations made by the Public Library for the use of branch libraries in public schools by the public-school pupils shall be subject to the approval of the superintendent of schools.

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